



ALDINGBOURNE PARISH COUNCIL

Parish Office: C/o Aldingbourne Community Sports Centre, Olivers Meadow, Westergate, PO20 3YA

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Minutes of the Street Scene Committee held on Thursday 4 June 2026, at Aldingbourne Community Sports Centre, Olivers Meadow, Westergate, PO20 3YA

Members: Cllr Michelle Harbord (Chair of Committee), Cllr Richard Rickard, Cllr Denise Ramshaw, & Cllr Tom Blaylock.

Clerk to Parish Council – Miss Marie Singleton

190 Agenda item 1 - Apologies for absence

Cllr George Stapley-Jones (personal).

191 Agenda item 2 - Declarations of Interest

Cllr Tom Blaylock declared an interest as an allotment holder, agenda item 9.

192 Agenda item 3 - Public Participation

None in attendance.

193 Agenda item 4 - Approval of minutes of previous Street Scene meeting 5 March 2026

The minutes of the Street Scene Committee meeting dated 5 March 2026 were presented to members, where upon it was unanimously RESOLVED that they should be adopted. Proposed Cllr Rickard, seconded Cllr Blaylock. Cllr Harbord signed the minutes.

194 Agenda item 5 – matters arising from the previous meeting 5 March 2026

Item 151 – Litter Bin opposite the Prachee, Cllr Harbord will ask ADC if they can provide one. It was also noted that a tree had been cut down at this location because of ash die back, a stump had been left which was felt could be made into something, Cllr Harbord will contact Beccy East at Artworks to see if they know a wood sculptor.

195 Agenda item 6 - Project Updates

- Planting – Andrew McKellar has kindly agreed to re-plant all the hanging baskets.
- Aldingbourne in Bloom – the Clerk confirmed that the information sheet had been sent out to all previous entrants. Gwendolyn van Paasschen, owner of Denmans Garden, along with Ryan Bodsworth, Head Gardener will be part of the judging panel. Cllr Ramshaw kindly agreed to sort out the vouchers once again once entrants were

known. The Clerk was asked to send all the information to Aldingbourne Primary School in case they would like to enter and to also send out to parents, Ormiston Academy had already been sent the details.

- Parish Noticeboards – Cllr Blaylock advised there was no work necessary.
- Bus Shelters – it was noted that a response had been received from David Crockerford at WSCC 31.03.26 regarding our letter to him on Compass route 66 confirming that a review of bus routes will be held, it was agreed to send a chaser e-mail in September 2026 to see where they were on their review. Cllr Richard also advised that RTI's had been agreed for this route and have been included in the next scheduled programme of works.
- Speed Indicator Displays (SID's) – Cllr Rickard had provided data analysis and there was nothing new to add.
- New Height Barrier – this is on the APC/ACSC Development Working Party agenda 11.06.26.
- Use of area next to playground behind Barnham Trojan Garage to be explored. Awaiting quote from Smart Exteriors but also on agenda as above 11.06.26.
- To look at signage and lighting regarding the footpath at the ACSC that goes through the playground – this was originally agreed to research as a project, following users walking across the car park to get to the ACSC entrance, a footpath was discounted as it would infringe on current car parking capacity and the issue of utilities being in the way, instead it was agreed to look at signage and put lighting in place so users would go around the perimeter, through the playground to access the ACSC. Following a discussion it was felt it was unnecessary to go to the expense of providing this as users would ignore all the signs anyway, the tennis club are already looking at installing flood lights which would provide lighting to the area in question, there was also signage in place regarding speed restrictions for the car park. It was therefore agreed that this was not a viable project and should be removed from future agendas.
- Artwork Project - Cllr Harbord provided an update, work on the mural on the side of the shooting club had nearly finished and was looking really good, a coating needs to be added to protect the art work and once this and the vinyl's that are being created regarding anti littering to be put on bins to promote the theme of biodiversity then it was agreed that a grand opening should take place, this is likely before the end of the school year in mid-July and we await to hear from the Artwork co-ordinator as to when this will be. All councillors and local district councillors and users of the ACSC to be invited.

196 Agenda item 7 – Limmer Pond

Work on the north side for pollarding the trees had taken place w/c 23.03.26. Cllr Ramshaw advised that she has now been in contact indirectly with the tenant farmer to discuss access to the field so the contractors could pollard the remaining willow trees. The farmer is going to be growing rape, and he has suggested that the rest of the tree work should be done in August 2026 before the seed is sown. Cllr Ramshaw agreed to contact the contractor to see if this was

possible. The full cost had already been previously approved. It was agreed to leave the installation of an illustrative board and seating until the work was completed.

197 Agenda item 8 – Tote Copse

Deed of release regarding boundary responsibilities. This matter is with both sets of solicitors to verify proof of inheritance and land registry, the Clerk had received an e-mail from the solicitors 11.05.26 advising that the landowners solicitors had mistakenly started to register the land with HMLR which included Tote Copse, this is incorrect as Tote Copse has been bequeathed to the parish council by a deed of conveyance, Kate Jackson will advise the landowners solicitors that this is indeed a mistake, as it is important that this process is completed correctly to avoid any future issues.

198 Agenda item 9 – Allotments

- It was noted that all paperwork has been sent to plot holders, five had still to respond, sign their lease agreements, and make payment, the Clerk has sent a reminder e-mail. All plots are once again taken with a waiting list still in place.
- To review charges for 2027/2028 – last reviewed 01.11.22 for 2 years up to end of 2024/2025 season. After a discussion it was agreed to recommend to Full Council that the charges for 2027/2028 should be increased to £60 for a full plot (currently £50) and £30 for a half plot (currently £25) for a two-year period, agreed by all councillors. It was noted that following vandalism at the allotments that some new fencing is required as below and precept should not be used in general for only a small number of residents.
- To discuss security issues. It was agreed to investigate the need for new fencing as there are gaps in the fencing. Not so much an issue now as brambles are stopping any entry in the allotments. Previous contractors had been Knights and M H Kennedy. It was agreed three quotes would be required and Smart Exteriors will also be approached. Cllr Blaylock will meet with contractors on site, and Cllr Harbord will ask Cllr Stapley-Jones if he would be able to help with this project.

199 Agenda item 10 – Playground

- To note new equipment has been ordered and will be installed w/c 22.06.26. Cllr Harbord has a meeting on site 08.06.26 and will ask for a copy of RAMS and insurance details. There is repair work on one item taking place w/c 15.06.26 but it is felt that the playground does not need to be closed for this. The ACSC will be advised at a meeting being held 11.06.26.
- It was noted that the Zurich Insurance inspection report had been received, no issues with the equipment and only one notice issued to do with brambles and hedgerow on the perimeter, this is cleared on an annual basis in the autumn.

200 Agenda item 11 – Footpaths & Litter

- To note missing fingerpost ALD305 on Westergate Street has been reported by Cllr Rickard, due to be replaced at the end of the year.
- The pavements at Barnetts Close are also wobbly and uneven. Gary Jannaway at WSCC was asked to see if there is a budget for pavement re-surfacing work and if so, the parish council can prioritise a list of works. E-mail received from Gary Jannaway

at WSCC 25.03.26 regarding pavement funding response this was noted, there is no specific budget and are dealt with when concerns are reported on the WSCC portal.

201 Agenda item 13 – Grounds maintenance throughout the parish

It was agreed to ask West Sussex Mowing to include the removal of brambles and cutting back of hedgerow at the playground to be included in his maintenance contract.

It was also noted that at some point arrangements will need to be sorted out for the grass to be cut at Limmer Pond.

202 Agenda item 14 - Correspondence

E-mail received from Gary Jannaway at WSCC 25.03.26 regarding pavement funding response – noted as above item 200.

203 Agenda item 15 - Any other business for information: – Items for inclusion on the next agenda

204 Agenda item 16 - Exempt Business: – for council to move to any exempt business in accordance with the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and press for discussion of the following personal or confidential matters (staffing) where publicity might be prejudicial to the special nature of the business.

Nothing to note.

205 Agenda item 17 – To note the date of the next meeting 3 September 2026

The meeting closed at 8.00pm.

SIGNEDChair

Date.....

THESE MINUTES ARE IN DRAFT AND SUBJECT TO AMENDMENT UNTIL APPROVED AT THE NEXT MEETING OF THE STREET SCENE COMMITTEE MEETING TO BE HELD 3 SEPTEMBER 2026.